

# Elementary Handbook

2019-2020



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*Changing Educational Outcomes Since 1971*

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Autumn VanDyke,  
*Administrator and Principal*

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## **Mission Statement**

Our school's purpose is to change educational outcomes. Since 1971, West End Academy has helped thousands of children escape from educational disaster. Education is not a one-size-fits-all approach and all students are individuals who have unique and specific needs. Over the years, we have learned that students need one thing, a chance. This chance is one to grow and thrive to become successful individuals in all aspects of life. We strive to teach children not only for today, but to give them hope for a future. We desire to bring hope back to the student and their family, as well as provide a platform for the student to build a successful sense of self-worth.

## **Admission Process**

To begin the Admission process, you first will need to call for a consultation with the school principal. It is recommended only the parents/guardians of the student attend the initial consultation, and the prospective student attends the second consultation. If the student comes to the initial consultation, they will be asked to wait in the hallway while the staff and parents/guardians discuss the student's prior school history and the vision for the student's future schooling.

Please attempt to bring the following for the initial consultation so the best decisions can be made on behalf of the student:

- (1) Your child's transcript
- (2) Achievement test scores for all grades
- (3) Any diagnostic evaluations from current & previous schools
- (4) Recent photograph of your child
- (5) Completed application form (can be turned in later)

All fees are due on or before the student's first day of school at West End Academy, unless otherwise noted. Please see the fee schedule below for a listing of all the fees needed for the school year. All forms found in the Appendix of the handout are to be completed on or before the student begins classes at West End Academy.

Tuition Assistance is available to certain families who lack the income to send their child to West End Academy. You can find the Tuition Assistance Application in the Admission packet. No individual that works directly with your child will view the application. Our financial coordinator is

the only one who views this information, and the results are sent directly to you. These opportunities can be discussed more in-depth during the initial interview. Tuition Assistance through West End Academy is available on a first-come-first-need basis and may not be available later in the school year.

### **Fee Schedule**

Registration	\$ 100	Due July 15
Testing Fee**	\$100	Due before test is given
Book Fee	\$ 150*	Due July 15
Material Fee	\$ 150	Due July 15
Tuition	\$ 6,500	For a 10-month school year

\*Fee is subject to change based on our fees to buy books

\*\* Fee is conditional on if testing is needed for enrollment

*Tuition may be broken up as follows but not prorated:*

Monthly	\$ 650	Due the 1 <sup>st</sup> of each month
Bi-annually	\$ 3,250	Due August 1 <sup>st</sup> and January 1 <sup>st</sup>
Annually	\$ 6,175	Due August 1 <sup>st</sup>

### **Damage Clause**

If any student causes damage to any part of West End Academy exceeding \$250 in repairs, an invoice will be sent home for the damage. All drinks must be in a non-spill cup, with the exception of water. The cup must be able to be turned completely upside down and not leak. Any drinks with a screw-on lid are the responsibility of the student to keep closed and not allow to be spilled.

## **Dress Code Policy**

West End Academy is a private school but does not require the students to wear uniforms. They do, however, have to adhere to a dress code as follows:

- No graphic t-shirts (Brands or Companies are permitted, i.e. American Eagle, Adidas, etc.)
- No pajama-style clothing
- No leggings without something worn over them that covers the bottom in all positions
- No tight-fitting or sheer clothing
- No low-cut shirts
- Natural hair colors only
- Dresses and shorts must be no shorter than mid-thigh and shorts or pants/leggings must be worn under all dresses
- Wedge-style shoes are allowed but no other heels may be worn
- No flip-flop style shoes may be worn. Shoes must have a secure backing.
- Hoodies may be worn but the hood may not be over the student's head during class

## **Attendance Policy**

Students are expected to be at school during school hours on days where Knox County is in session, unless previously discussed and agreed upon with the school Principal. Students are allowed two (2) unexcused absences per semester with a **written notice** from a parent or guardian and up to three (3) excused absences with a **Doctor's note**. There will be no absences allowed without a note. Excessive tardiness and absenteeism will result in parent meetings, extra hours, or reports to the correct authorities. It will not be tolerated.

West End Academy uses the Knox County School Calendar, for the most part, for days school is in session. For an updated calendar of this school year, please refer to the calendar provided in your admissions packet. The calendar has also been uploaded onto the website and can be found under "Admissions->Day School".

## **Illness Policy**

### **Fever**

Fevers are common in young children and are often a signal that something is wrong. **If your child has a fever of 100.0° F, please keep him/her home. If your child develops a fever of 100.0° F while at the West End Academy, you will be called to pick him/her up.**

Our policy is that your child must remain free of fever for **24 hours un-medicated**, before returning to childcare, and area pediatricians agree with this policy. The 24 hours begins when your child's fever has broken and remains in a normal range, **un-medicated**.

### **Diarrhea and Vomiting**

Diarrhea due to illness is highly contagious. If your child has had diarrhea, please keep him/her home. If your child has had three or more episodes of diarrhea, or any uncontained diarrhea while at childcare, you will be called to pick him/her up. Our care providers use gloves while changing diapers and use proper hand washing techniques between diaper changes. The changing table is also disinfected after every diaper change. Please understand that germs from diarrhea can be spread through carpets, toys, swings and direct contact. It is very difficult to keep from spreading these germs to other children. Your child must be **diarrhea free for 24 hours** before returning to West End Academy.

If your child vomits while at childcare, you will be called immediately to pick him/her up. Please keep your child at home until **24 hours after the vomiting has stopped**. When children return too soon, there is a much higher rate of recurrence and contagiousness.

### **Coughs and Colds**

Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include, but are not limited to; a bad cold with hacking or persistent cough, green or yellow nasal drainage, or productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever.

If your child has just a cold, please notify their teacher. We encourage extra fluids and proper hand washing. If there are cold medicines you know will make your child more comfortable, we will administer them with your written permission. Please do not expect a teacher to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be in childcare. Fresh air with proper attire is always healthy.

We have been informed by numerous doctors that yellow and/or green mucus is symptomatic of an infection. Therefore, we ask that any child with such drainage be taken for a doctor visit, with a note to return to school.

### **Rash**

A rash may be a sign of many illnesses, such as measles or chicken pox. In infants, an external rash may be a sign that something is going on internally. Please do not send your child to the Academy with a rash until the doctor writes a note saying it is acceptable for them to return.

### **Doctor's Note**

In some instances, you will be asked to keep your child home until we have written permission from your doctor saying your child is well enough to return to childcare. Please understand this is for your child's well-being along with the well-being of the healthy children at West End Academy and their families.

### **Bringing Ill Children**

If your child is not infectious and your doctor has said they may return, but your child is still not feeling 100%, please see that we have everything to make him/her comfortable. Items such as extra clothing, a blanket, medication, and other items that may be helpful to your child.

### **Medications**

If your child goes to the doctor and is prescribed medication, please keep your child home until they have completed 24 hours of antibiotic treatment. If your child is to receive antibiotics at childcare, please bring in the labeled bottle from the pharmacy along with syringe or other measuring device. We can administer antibiotics and other medications to your child with your written and signed consent.

We dispense over the counter medications as outlined on the medication. If, for example, your doctor has you give your 4-year-old medication for a child 6 and over, that is not something we can dispense, as we are restricted to the dosing instructions on the package. All medications must have your child's name written on the container and must be in the stored container (i.e. you cannot bring a syringe full of something and tell us to give it to your child.)

## **Discipline Policy**

“Sit and Watch” and/or “Time Out” are applied when developmentally appropriate and needed. We consider physical harm to others, emotional harm to others, and physical harm to self (i.e. flagrant disregard to safety rules) to be offenses classified as “STRIKES”. After considerable communication with the parents/guardians regarding misbehavior, we may have to employ the “3 Strikes, You’re Out” (or dismissed from the program) policy for the protection of all those involved in our program, including the offending child. We will communicate with the parents/guardians when we need their support in deterring consistent and improper behavior and they will be informed formally of each “STRIKE” should they occur. Immediate expulsion will occur in the event of a Misdeed of Great Severity (i.e. setting fires, use of weapons, outrageous use of vulgarity, flagrant and offensive acts of disrespect, etc.). Meetings will be held to discuss the child’s behavior.

## **Late Policy**

If your child is going to be more than ten (10) minutes late, you must call and notify the office of your tardiness. If your child misses more than three (3) hours of class total per semester, they will need to stay late to make up the time.

## **Early Dismissal Policy**

If your child will need to be picked up during school hours, you must come into the office and sign them out. If someone else will be picking them up, please call the office to give us ample notice of this change.

## **Sports Policy**

Team sports will be available provided a coach and location are accessible during the school year. At this time, a coach is not on staff and will need to volunteer their time to head up a team at West End Academy.



## *Security*

West End Academy has security measures in place for fire, natural disaster, and suspicious person/active shooter. We vow to do our very best at recognizing, preventing, and handling these situations if they are to ever arise. Some security measures that are in place are listed below:

- The doors are locked to ensure an added protection against certain situations. This is not designed to keep you away from your child. You may access the area at any time by going through the office.

- Our staff are trained to I.D. any adult that has not been previously identified and cleared for picking up a child. All individuals picking up children that your child's teacher has not seen before will be asked to show identification before picking up the child. Please do not be offended if we ask for I.D. This is for the security of your child and other children. Case workers, therapists, and others are also identified before having access to children in any area. Any worker, repair service, or other individual is accompanied by a background-checked worker in all areas where children are present.

We do have certain rights under the School Security Act of 1981. These laws are listed below:

- Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.

- Lockers and storage areas, containers, and packages brought into the school by students or visitors are subject search for drugs, drug paraphernalia, dangerous weapons or any property that is not properly in possession of the student.



## Appendix A

5311 McKamey Rd.  
Knoxville, TN 37921  
Phone 865-690-1720  
Fax 865-690-5724  
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Dear Parent,

During the school year your student will be involved in several field trips with their teachers. We will notify you of the various field trips as well as any money needed to be collected for the trips as they come but would like for you to please fill out a general field trip form in the event there is an opportunity to go on an educational field trip with short notice. All field trips will correlate with a class or classes the student is currently enrolled in or will be an exceptional enrichment experience for the student. Please list any allergies your student has and any dietary concerns you have as well.

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My child, \_\_\_\_\_, has permission to be transported by a staff member of West End Academy to and from various field trips throughout the 20\_\_ - 20\_\_ school year. I hereby give consent for him/her to eat and the various locations if the field trip includes a meal and will list any allergies or dietary restrictions/concerns below if applicable.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINTED)

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(SIGNATURE)

Allergies: \_\_\_\_\_

Dietary Restrictions/concerns: \_\_\_\_\_



## Appendix B: Medication Waiver

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Phone 865-690-1720  
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Dear Parent,

During the school year your student may experience some mild medical needs that can be treated with medication that we have here. Some medical matters are more serious. Please fill out the information below so we know how best to serve your child in an emergency or mild case.

My child, \_\_\_\_\_, has permission to take the following medications while at West End Academy (please check all that apply):

- |  |  |                                    |
|--|--|------------------------------------|
| <input type="checkbox"/> Ibuprofen     | <input type="checkbox"/> Antibiotic Ointment | <input type="checkbox"/> Chapstick |
| <input type="checkbox"/> Acetaminophen | <input type="checkbox"/> Antihistamine       | <input type="checkbox"/> Tums      |
| <input type="checkbox"/> Bandage       | <input type="checkbox"/> Cough Drops         | _____                              |

In the event your child needs to be transported to a hospital, we ask that you specify which hospital you would prefer, otherwise, they will be transported to whichever hospital the first responders send them to. Please include a copy of your health insurance card so we may have that on file in the event of an emergency.

Preferred Hospital: \_\_\_\_\_

Current Pediatrician & Contact: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

(PRINTED)

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

(SIGNATURE)

Medication Allergies: \_\_\_\_\_